



8th January 2016

Dear Bidders

RE: Request for Quotation (RFQ) for the provision of remedial landscape maintenance works to the Bermuda Railway Trail

The Department of Parks invites you to submit quotations to supply all materials, equipment, labour, tools, incidentals, fees or any other associated cost for a one-time provision of remedial landscaping works to numerous sections of the Bermuda Railway Trail outlined on the following pages. It is the bidder's responsibility to read the entire tender and comply with all requirements herein.

The work comprises of remedial landscape maintenance of the Bermuda Railway Trail and its surrounds, and removal of trash and litter as outlined in the specifications. The contracts will see eight (8) distinct work packages awarded separately. The contracts will be for a one-time service. Bidders may submit Form of Tenders for each work package they wish to be considered for. Bidders are encouraged to visit the sites of the said works.

This Request for Quotation includes copies of the following:

- Instructions to Bidders
- Bidding Forms for eight (8) distinct work packages
- Schedule of Unit Rates
- Summary Bid Sheet
- Certificate of Confirmation of Non-Collusion Form

Please complete and return the enclosed Form of Tender (for each work package desired) and related documents duly signed and in a sealed envelope to the Department of Parks office located at the Bermuda Botanical Gardens, 169 South Road, Paget, by 3:00pm on Friday, 15th January 2016. The outer envelopes must be clearly marked "Quotation Submission – Provision of Remediation Works to Bermuda Railway Trail". Late submissions will not be accepted.

All requests for additional information, instructions, or clarifications regarding this Request for Quotation (RFQ) must be set out in writing and directed to: Justin P. Lavigne, Assistant Park Planner - jplavigne@gov.bm

Deadline for Questions: All questions related to this RFQ or any clarification with respect to this RFQ must be made **no later than 4:00pm on Wednesday 13th January 2016** in order that the Department of Parks staff have sufficient time to respond. The Department of Parks cannot guarantee a response to any questions received after this deadline. The Department of Parks reserves the right to extend the deadline for questions if required. The responsibility shall be with the bidder to seek clarification of any matter that they consider unclear before submitting a quotation

Sincerely,

Lisa-Dawn Johnston
Director, Department of Parks



Request for Quotations

Provision of Remediation Works to Bermuda Railway Trail

Instructions to Bidders

(1) Submission of Bids

Bids shall be delivered to the Department of Parks office located at the Bermuda Botanical Gardens, 169 South Road, Paget, no later than **3:00pm on Friday, 15th January 2016**. Bids received later than this time will not be considered.

Bids shall be submitted on the forms furnished and sealed in an envelope.

The outer envelope must be addressed to Department of Parks, and must be clearly marked "Quotation Submission – Provision of Remediation Works to Bermuda Railway Trail".

IMPORTANT: BIDS MUST BE PLACED IN THE TENDER BOX IN THE RECEPTION AREA OF THE DEPARTMENT OF PARKS NO LATER THAN THE DATE AND TIME SPECIFIED ABOVE. LATE SUBMISSIONS WILL NOT BE CONSIDERED.

(2) Rejection of Bids

The Department of Parks reserves the right to reject any or all bids and is not bound to accept the lowest bid.

(3) RFQ Documents and Site Condition

The bidder, by making his bid, represents that he has read and understands the RFQ documents, and that he has visited the sites and familiarized himself with the conditions under which the works are to be performed.

(4) Description of Works

The work comprises of the horticultural maintenance of the Bermuda Railway Trail as well as removal of trash & litter:

- Grass to be cut to a consistent height of no greater than 2.5".
- Hedges to be cut back to a minimum average trail width of 12' & minimum height clearance of 15'.
- All horticultural debris (excluding grass clippings) to be removed from site and taken to Marsh Folly Waste Depot. Horticultural debris is not to be discarded along the trail edges, unless it has been shredded and is spread evenly.
- All litter items should be picked up, bagged, removed from site, and taken to Tynes Bay Waste Treatment Facility.

For the purpose of this contract, works **do not** include:

- Repair to surfacing, benches, signs, gates, or fencing.
- Bulky waste removal.
- Removal of individual invasive species.
- Application of fertilizers and/or herbicides.

NOTE: All work detailed on the Contract Documents shall be covered completely by the Total Lump



Sum. Individual lump sum items are all-inclusive. If a specific task is not identified separately in the above list, the Bidder shall assume that it is included as part of another related listed item or items, and shall base his lump sum amounts on this assumption.

(5) Alterations

No alterations are to be made in the Bidding Forms except in filling in the blanks as indicated. If any such alterations be made, or if these instructions are not fully complied with, the Bid may be rejected.

(6) Period of Validity of Bid

The Bidder shall abide by the Bid for a period of thirty (30) calendar days from the deadline for receipt of Bids.

(7) Safety

All works must be carried out in strict accordance with the Bermuda Occupational Safety & Health Act Regulations of 2009.

All Government buildings and work sites are designated as alcohol, smoke, and drug-free.

(8) Bidder's Responsibility & Clarification Questions

It is the Bidder's responsibility to ensure complete understanding of the requirements and instructions set out in this Request for Quotation. In the event that clarification is required, bidders should questions via email to Justin P. Lavigne, Assistant Park Planner, at jplavigne@gov.bm

The deadline for questions is 4:00pm on Wednesday, 13th January 2016.

Bidders should seek to clarify any points of doubt or difficulty with the Department of Parks before submitting a Bid.

Bidders are encouraged to visit the sites of the said works.

(9) Insurance

The Bidder shall submit evidence with his Bid, such as a copy of a certificate or a letter from his insurers, confirming Third Party Insurance for a minimum of \$500,000 coverage will be retained for the duration of the Works.

(10) Professionalism & Access

The whole of the work shall be carried out in a thoroughly professional manner in accordance with accepted and recognized horticultural standards and good working conditions.

Work shall only be undertaken between the hours of 07:00 and 18:00, Monday through Saturday. The contractor shall not carry out maintenance on Sundays or public holidays.

The contractor shall have free access to the sites for the duration of the works. Access shall be only by agreed routes via public right of ways.



Public access must not be denied or impeded by contract activity unless previously approved.

The Bermuda Railway Trail property shall not be used by the contractor for any other purpose than specified. The contractor should not knowingly permit any access or use by other persons than that prescribed by the Department of Parks.

(11)Lump Sum Bid Inclusion

All prices (in Bermuda dollars) are to be all inclusive of all other associated works as shown on the Contract Documents: materials, related accessories, storage, transport, assembly, placement, overhead and profit. These rates and values may be used for determining additions and deletions from the contract sum and for interim payment valuation.

(12)Award of Contract

The Government will award the Contracts to the Bidders whose submissions have been determined to be substantially responsive to the bidding documents and who, in the opinion of the Government, have offered the best overall submissions. This may not be the lowest priced tender received.

The Government may award contracts to multiple bidders pursuant to this Request to Quotation. Additionally, a bidder may be awarded multiple works packages.

The Government may declare the Request for Quotation void when it is evident that there is a lack of competition or there has been collusion. All submissions may be rejected if substantially higher than the budget.

(13)Notification of Award

Prior to the expiration of the Period of Validity of Bids prescribed by the Government above, the Government will notify the successful Bidders in writing by email.

End of Instructions to Bidders



Provision of Remediation Works to Bermuda Railway Trail

(To be completed by the contractor)

SCHEDULE PRICE BREAKDOWN

The Contractors Prices are deemed to include any additional labor / materials necessary to accommodate the contours of the trail. (Note: all blanks are to be filled in by the Contractor and all sheets form part of the Quotation.) For each works package tenderers shall provide a breakdown for all lump sum tender bids along with the proposed schedules. The prices (in Bermuda dollars) are to be inclusive of services, overheads, administration, profit, taxes, disbursements and related charges in providing the service.

Company Name: _____ Page ____ of ____

East Trail	Unit Price	Total Cost
Package 1: Palmetto Road heading east to North Ridge Crescent		
a. Cutting of Trees, Shrubs and Hedge	\$	\$
b. Cutting of Grass in confined areas	\$	\$
c. Cutting of Grass in open areas	\$	\$
d. Disposal of horticultural waste	\$	\$
e. Disposal of all other waste	\$	\$
f. Site cleanup and closeout	\$	\$
Total Lump Sum	\$	
Total Lump Sum (Words)		
Proposed Schedule (number of days)		

Signed _____

for and on behalf of _____

(Company)

Date _____



Provision of Remediation Works to Bermuda Railway Trail

(To be completed by the contractor)

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Company Name: _____ Page ____ of ____

East Trail	Unit Price	Total Cost
Package 2:		
Cable Hill heading east to Shelly Bay Railway Station		
a. Cutting of Trees, Shrubs and Hedge	\$	\$
b. Cutting of Grass in confined areas	\$	\$
c. Cutting of Grass in open areas	\$	\$
d. Disposal of horticultural waste	\$	\$
e. Disposal of all other waste	\$	\$
f. Site cleanup and closeout	\$	\$
Total Lump Sum	\$	
Total Lump Sum (Words)		
Proposed Schedule (number of days)		

Signed _____

for and on behalf of _____

(Company)

Date _____



Provision of Remediation Works to Bermuda Railway Trail

(To be completed by the contractor)

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Company Name: _____ Page ____ of ____

East Trail	Unit Price	Total Cost
Package 3: Crawl Waterfront heading east to Bailey's Bay		
a. Cutting of Trees, Shrubs and Hedge	\$	\$
b. Cutting of Grass in confined areas	\$	\$
c. Cutting of Grass in open areas	\$	\$
d. Disposal of horticultural waste	\$	\$
e. Disposal of all other waste	\$	\$
f. Site cleanup and closeout	\$	\$
Total Lump Sum	\$	
Total Lump Sum (Words)		
Proposed Schedule (number of days)		

Signed _____

for and on behalf of _____

(Company)

Date _____



Provision of Remediation Works to Bermuda Railway Trail

(To be completed by the contractor)

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Company Name: _____ Page ____ of ____

West Trail	Unit Price	Total Cost
Package 4:		
Ord Road Bus Loop heading west to Khyber Pass		
a. Cutting of Trees, Shrubs and Hedge	\$	\$
b. Cutting of Grass in confined areas	\$	\$
c. Cutting of Grass in open areas	\$	\$
d. Disposal of horticultural waste	\$	\$
e. Disposal of all other waste	\$	\$
f. Site cleanup and closeout	\$	\$
Total Lump Sum	\$	
Total Lump Sum (Words)		
Proposed Schedule (number of days)		

Signed _____

for and on behalf of _____

(Company)

Date _____



Provision of Remediation Works to Bermuda Railway Trail

(To be completed by the contractor)

SCHEDULE PRICE BREAKDOWN

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Company Name: _____ Page ____ of ____

West Trail	Unit Price	Total Cost
Package 5:		
Stairs near Hunt's heading west to Camp Hill Road		
a. Cutting of Trees, Shrubs and Hedge	\$	\$
b. Cutting of Grass in confined area	\$	\$
c. Cutting of Grass in main area	\$	\$
d. Disposal of horticultural waste	\$	\$
e. Disposal of all other waste	\$	\$
f. Site cleanup and closeout	\$	\$
Total Lump Sum	\$	
Total Lump Sum (Words)		
Proposed Schedule (number of days)		

Signed _____

for and on behalf of _____

(Company)

Date _____



Provision of Remediation Works to Bermuda Railway Trail

(To be completed by the contractor)

SCHEDULE PRICE BREAKDOWN

The Contractors Prices are deemed to include any additional labor / materials necessary to accommodate the contours of the trail. (Note: all blanks are to be filled in by the Contractor and all sheets form part of the Quotation.) For each works package tenderers shall provide a breakdown for all lump sum tender bids along with the proposed schedules. The prices (in Bermuda dollars) are to be inclusive of services, overheads, administration, profit, taxes, disbursements and related charges in providing the service.

Company Name: _____ Page ____ of ____

West Trail	Unit Price	Total
Package 6: Scenic Heights Pass heading west to Lighthouse Road		
a. Cutting of Trees, Shrubs and Hedge	\$	\$
b. Cutting of Grass in confined areas	\$	\$
c. Cutting of Grass in open areas	\$	\$
d. Disposal of horticultural waste	\$	\$
e. Disposal of all other waste	\$	\$
f. Site cleanup and closeout	\$	\$
Total Lump Sum	\$	
Total Lump Sum (Words)		
Proposed Schedule (number of days)		

Signed _____

for and on behalf of _____

(Company)

Date _____



Provision of Remediation Works to Bermuda Railway Trail

(To be completed by the contractor)

SCHEDULE PRICE BREAKDOWN

The Contractors Prices are deemed to include any additional labor / materials necessary to accommodate the contours of the trail. (Note: all blanks are to be filled in by the Contractor and all sheets form part of the Quotation.) For each works package tenderers shall provide a breakdown for all lump sum tender bids along with the proposed schedules. The prices (in Bermuda dollars) are to be inclusive of services, overheads, administration, profit, taxes, disbursements and related charges in providing the service.

Company Name: _____ Page ____ of ____

West Trail	Unit Price	Total Cost
Package 7: Lighthouse Road heading west to Church Road		
a. Cutting of Trees, Shrubs and Hedge	\$	\$
b. Cutting of Grass in confined areas	\$	\$
c. Cutting of Grass in open areas	\$	\$
d. Disposal of horticultural waste	\$	\$
e. Disposal of all other waste	\$	\$
f. Site cleanup and closeout	\$	\$
Total Lump Sum	\$	
Total Lump Sum (Words)		
Proposed Schedule (number of days)		

Signed _____

for and on behalf of _____

(Company)

Date _____



Provision of Remediation Works to Bermuda Railway Trail

(To be completed by the contractor)

SCHEDULE PRICE BREAKDOWN

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Company Name: _____ Page ____ of ____

West Trail	Unit Price	Total Cost
Package 8: Frank's Bay heading west to Whale Bay Road		
a. Cutting of Trees, Shrubs and Hedge	\$	\$
b. Cutting of Grass in confined areas	\$	\$
c. Cutting of Grass in open areas	\$	\$
d. Disposal of horticultural waste	\$	\$
e. Disposal of all other waste	\$	\$
f. Site cleanup and closeout	\$	\$
Total Lump Sum	\$	
Total Lump Sum (Words)		
Proposed Schedule (number of days)		

Signed _____

for and on behalf of _____

(Company)

Date _____



Provision of Remediation Works to Bermuda Railway Trail

(To be completed by the contractor)

SCHEDULE OF UNIT RATES

Company Name: _____ Page ____ of ____

(Note: all blanks are to be filled in by the Contractor and all sheets form part of the Quotation)
All prices (in Bermuda dollars) in the schedule are to be **inclusive of materials and related accessories, storage, transport, plant and equipment assembly, placement, access, overhead and profit.** These rates may be used for determining additions to, and deletions from, the contract sum.

	<u>ITEM</u>	<u>UNIT</u>	<u>RATE</u>
1.0	<u>Labour</u>		
1.1	Landscape Labourer	per hour	\$ _____
1.2	Skilled Landscaper	per hour	\$ _____
1.3	Supervisor	per hour	\$ _____
2.0	<u>Equipment</u>		
2.1	Truck	per hour	\$ _____
2.2	Skip	per dump	\$ _____
3.0	<u>Other Items not listed above</u>		
3.1	Cutting Grass in Open areas	Sq. Ft.	\$ _____
3.2	Cutting Grass in Confined areas	Sq. Ft.	\$ _____
3.3	Cutting Cane Grass	Sq. Ft.	\$ _____
3.4	Cutting Trees		
	(1) Not exceeding 20 feet high	Per 100' (Linear)	\$ _____
	(2) Exceeding 20 feet high	Per 100' (Linear)	\$ _____

Signature _____ Date _____

Duly authorized to sign this quote for and on behalf of:

(Firm) _____



Provision of Remediation Works to Bermuda Railway Trail

(To be completed by the contractor)

SUMMARY BID SHEET

Company Name: _____ Page ____ of ____

BID SUMMARY:

No.	General Note	Qty.	Total Cost
Eastern Trail(s)			
1.	Palmetto Road heading east to North Ridge Crescent	1	
2.	Cable Hill heading east to Shelly Bay Railway Station	1	
3.	Crawl Waterfront heading east to Bailey's Bay	1	
	Total		
Western Trail(s)			
4.	Ord Road Bus Loop heading west to Khyber Pass	1	
5.	Stairs near Hunt's heading west to Camp Hill Road	1	
6.	Scenic Heights Pass heading west to Lighthouse Road	1	
7.	Lighthouse Road heading west to Church Road	1	
8.	Frank's Bay heading west to Whale Bay Road	1	
	Total		

Overall Contract Period:	_____ calendar days
Proposed Start Date:	_____ 2015
Proposed Completion Date:	_____ 2015

- We confirm that we, the undersigned, are conducting business as a proper legal entity and are not delinquent in making payments for outstanding debts for Government receivables such as Social Insurance contributions, Payroll Tax and Public Works (formerly Works & Engineering) fees, or agree to arrange a payment plan if we are delinquent.
- We confirm that we have submitted a bona fide Tender, intended to be competitive and we have not fixed or adjusted our Price by or under or in accordance with any agreement or arrangement with any other bidder.
- We understand that you are not bound to accept the lowest or any tender that you may receive.

Signature _____ Date _____

Duly authorized to sign tenders for and on behalf of:

(Firm) _____

(Address) _____



CERTIFICATE OF CONFIRMATION ON NON-COLLUSION

(To be completed by the Contractor)

Notes for the Tenderer/Bidder

The essence of Open Tendering is that the Government of Bermuda shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle, all companies submitting a tender will be required, by way of the signature of the Company Principal, state their agreement to the statements below, which indicates that the tender has been submitted without any form of collusion.

The Certificate of Confirmation of Non-Collusion is a mandatory requirement from all bidders. Any bids submitted which do not include a signed copy of the Certificate will be wholly rejected and will not be included in the evaluation process.

If it is later found that the undertakings made below have been breached at any stage of the process, the bidder will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the bidder and/or any party involved in the matter.

False submissions may also exclude the bidder, and any other person or company involved in collusion, from bidding for future contracts tendered by the Government of Bermuda.

CONFIRMATION ON NON-COLLUSION

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We confirm that we have not received any additional information, other than that contained within the tender pack, or supplementary information provided to all bidders.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:

- (a) communicating to a person other than the tender administrator the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance) or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying any sum of money, inducement, gift /hospitality or valuable consideration directly or indirectly to any person in relation to this tender.

Signed:

(1) _____ Status _____

(2) _____ Status _____

for and on behalf of: _____

Date: _____